

HR CALENDAR

Thank you for visiting the Human Resources Division (HRD) calendar. This calendar will share with you what goes on in our world during the course of the year. We hope that this calendar will be of great assistance to you!

NOVEMBER 2005 ►

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 PAY DAY	11 HOLIDAY	12
13	14	15	16	17	18	19
20	21	22	23	24 HOLIDAY PAY DAY	25	26
27	28	29	30			

Detailed Events for November ►

HR CALENDAR

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◀ DECEMBER 2005 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8 PAY DAY	9	10
11	12	13	14	15	16	17
18	19	20	21	22 PAY DAY	23	24
25	26 HOLIDAY	27	28	29	30	31

[Detailed Events for December](#) ▶

HR CALENDAR

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◀ JANUARY 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 HOLIDAY	3	4	5 PAY DAY	6	7
8	9	10	11	12	13	14
15	16 HOLIDAY	17	18	19 PAY DAY	20	21
22	23	24	25	26	27	28
29	30	31				

[Detailed Events for January ▶](#)

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◀ FEBRUARY 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2 PAY DAY	3	4
5	6	7	8	9	10	11
12	13	14	15	16 PAY DAY	17	18
19	20 HOLIDAY	21	22	23	24	25
26	27	28				

[Detailed Events for February ▶](#)

HR CALENDAR

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◀ MARCH 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2 PAY DAY	3	4
5	6	7	8	9	10	11
12	13	14	15	16 PAY DAY	17	18
19	20	21	22	23	24	25
26	27	28	29	30 PAY DAY	31	

[Detailed Events for March ▶](#)

HR CALENDAR

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◀ APRIL 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 PAY DAY	14	15
16	17	18	19	20	21	22
23	24	25	26	27 PAY DAY	28	29
30						

Detailed Events for April ▶

HR CALENDAR

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◀ MAY 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 PAY DAY	12	13
14	15	16	17	18	19	20
21	22	23	24	25 PAY DAY	26	27
28	29 HOLIDAY	30	31			

[Detailed Events for May ▶](#)

HR CALENDAR

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◀ JUNE 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8 PAY DAY	9	10
11	12	13	14	15	16	17
18	19	20	21	22 PAY DAY	23	24
25	26	27	28	29	30	

Detailed Events for June ▶

HR CALENDAR

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◀ JULY 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4 HOLIDAY	5	6 PAY DAY	7	8
9	10	11	12	13	14	15
16	17	18	19	20 PAY DAY	21	22
23	24	25	26	27	28	29
30	31					

Detailed Events for July ▶

HR CALENDAR

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◀ AUGUST 2006 ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3 PAY DAY	4	5
6	7	8	9	10	11	12
13	14	15	16	17 PAY DAY	18	19
20	21	22	23	24	25	26
27	28	29	30	31 PAY DAY		

Detailed Events for August ▶

HR CALENDAR

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◀ **SEPTEMBER 2006** ▶

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 HOLIDAY	5	6	7	8	9
10	11	12	13	14 PAY DAY	15	16
17	18	19	20	21	22	23
24	25	26	27	28 PAY DAY	29	30

[Detailed Events for September ▶](#)

HR CALENDAR

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◀ OCTOBER 2006

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9 HOLIDAY	10	11	12 PAY DAY	13	14
15	16	17	18	19	20	21
22	23	24	25	26 PAY DAY	27	28
29	30	31				

Detailed Events for October ►

HR Calendar

(as of 11/05)

January

- Annual notification of Weingarten Rights
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Pay Period (PP) 1 - FEHB open season changes effective
- Mid-January - W-2s mailed to employees
- Mid-January – TSP Statements issued
- Annual Pay Adjustments Processed
- Annual Pay Adjustments for SES Processed
- Submit Form AD-435C, SES Performance Record to HRO- Processing
- Telework Annual OPM/USDA Survey input is requested
- Submit applications for restored annual leave after pay period 1
- Mid-quarter internal Human Capital Scorecard accomplishments due

*Pending decisions on new USDA Honor Awards Process

**** Special Note on Performance Ratings: Different program areas in MRP are on different performance rating cycles. The information shown on the HR Calendar depicts a fiscal year (October 1 – September 30) rating cycle which covers the majority of MRP programs.**

However, those programs with different rating cycles need to follow the same guidelines. That is: in the first month of the rating cycle, annual ratings should be completed, documented, and sent to HRO – Processing for input to the NFC system. In addition, new annual performance plans for employees must be put in place. During the 7th month of the rating cycle, mid-year reviews must be completed and documented, with the documentation retained in the employee's Employee Performance File.

◀ [Back to January Calendar](#)

HR Calendar

(as of 11/05)

February

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Human Capital Quarterly (Narrative) Report accomplishments due

*Pending decisions on new USDA Honor Awards Process

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◀ [Back to February Calendar](#)

HR Calendar

(as of 11/05)

March

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- End of March (no specific date) - Personal Benefits Statements issued
- Mid-Year Performance Review for SES'ers are due

*Pending decisions on new USDA Honor Awards Process

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◀ [Back to March Calendar](#)

HR Calendar

(as of 11/05)

April

- Reminder regarding the reporting of official time hours (LR)
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Mid-April – TSP Statements issued
- Antilles/Guam Annual Certification is due
- Mid-year performance reviews are completed and documented for programs on FY rating cycle**
- Mid-quarter internal Human Capital Scorecard accomplishments due

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◀ [Back to April Calendar](#)

HR Calendar

(as of 11/05)

May

- Political Activity Do's and Don'ts reminder
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date
- Public Financial Disclosure Reports due
- Annual employee notification of rights under the Uniformed Employment and Reemployment Rights Act (USERRA)
- Human Capital Quarterly (Narrative) Report accomplishments due

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◀ [Back to May Calendar](#)

HR Calendar

(as of 11/05)

June

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Notify employees of Honor Awards Ceremonies in Riverdale and D.C*.
- By month's end, the following USDA Human Capital Management initiatives are met:
 - 100% of MRP employees are covered by a multi-level performance management appraisal system that differentiates between levels of performance.
 - 100% of MRP employees have performance plans that link to strategic goals.
 - 100% of MRP awards programs link to performance appraisal plans and reward employees based on performance.
 - 100% of MRP supervisors, managers and executives are held accountable for managing employee performance.
 - MRP achieves hiring standard of 25 business days (or less) against government wide standard of 45 days.
 - Competency gaps in leadership, HMS, and mission critical occupations are 3% or less.

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◀ [Back to June Calendar](#)

HR Calendar

(as of 11/05)

July

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Mid-July – TSP Statements issued
- Begin Performance Review Board Process for SESers
- Mid-quarter internal Human Capital Scorecard accomplishments due

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◀ [Back to July Calendar](#)

HR Calendar

(as of 11/05)

August

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Annual Performance for SES'ers
- Human Capital Quarterly (Narrative) Report accomplishments due

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◀ [Back to August Calendar](#)

HR Calendar

(as of 11/05)

September

- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Sept 1 – Check student appointment NTE dates; submit 52s to renew as applicable, but NLT Sept 15 if NTE date is Sept 30.
- Rank Award Payments for SESers are processed
- Annual notification of Confidential Financial Disclosure Report submission
- Verify new accounting codes for new fiscal year, and make changes in the T&A system, if applicable

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◀ [Back to September Calendar](#)

HR Calendar

(as of 11/05)

October

- Voting Policy Reminder issued
- Performance ratings for FY appraisal cycles
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- Mid-October – TSP Statements issued
- Annual Leave Reminder Use/Lose
- Confidential Financial Disclosure Reports due
- Inclement Weather Conditions Reminder issued
- Call for Nominations for Annual Honor Awards – October 1st*
- Implement SES Annual Performance Agreements
- Annual performance ratings due for programs with FY rating cycle*
 - Conduct final annual rating with employees and document
 - Submit signed rating to HRO – Processing for input to NFC
- New performance plans put in place for programs with FY rating cycle**
- Mid-quarter internal Human Capital Scorecard accomplishments due

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◀ [Back to October Calendar](#)

HR Calendar

(as of 11/05)

November

- Early dismissal for hazardous weather policy
- Prohibitions on Acceptance and Giving of Gifts reminder issued
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- SES Performance Review Board Meets
- Deadline for use-or-lose leave to be scheduled and approved in writing
- PP24 - TSP Catch-Up contributions end. Make a new election for next year
- Mid-November (exact dates vary) – FEHB Open Season begins
- Mid-November (exact dates vary) – Flexible Spending Accounts Open Season begins. Employees MUST sign up each year to continue participation.
- Human Capital Quarterly (Narrative) Report accomplishments due

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◀ [Back to November Calendar](#)

HR Calendar

(as of 11/05)

December

- Prohibitions on Gambling, including betting pools reminder issued
- Annual Ethics training must be completed for SESers and designated employees
- Notify supervisors/ethics office of holiday gifts from prohibited sources
- Check NTE dates; issue follow-up SF-52s, as applicable
- Submit SF-52s for career ladder promotions, as appropriate
- Submit appointment paperwork to HRO-Minneapolis-Processing NLT Friday following appointment effective date.
- The first Friday of pay period 25 - Last day to submit use-or-lose annual leave donations
- PP25 – Reminder: Employees in the 6 hour category earn 10 hours of annual leave (unless there are 27 pay periods; then it would be in PP26).
- Mid-December (exact dates vary) – FEHB Open Season ends
- Mid-December (exact dates vary) – Flexible Spending Accounts Open Season ends.
- Bonus Payments for SESers are made and SF-50's are submitted to HRO-Processing

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◀ [Back to December Calendar](#)